



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 8/26/83	1. Agency Address Georgia Ports Authority Finance Division, Payroll Department Post Office Box 2406 Savannah, Georgia 31402	Application Number 79-127-A	
Application Number 110		Date Received AUG 31 1983	Date Completed NOV 2 1983
2. Person to Contact Jim Spann		Working Title Accounting Supervisor	Telephone Number 964-3902
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 79-127 Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1956 Latest To Date		5. Records Series Title (followed by title used in office, if different) Periodic Payroll Reports File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Director of Finance is responsible for the accounts of the Authority and establishes and maintains accounting methods and procedures for the Authority. He approves all expenses; is responsible for the auditing and accounting provisions of all contracts, leases and agreements of the Authority; provides protection of the assets with adequate internal control procedures and assures proper insurance coverages for the Authority's properties; and coordinates the preparation of the annual budget with the various divisions. Under his supervision, monthly financial reports are published and related financial and cost data records are prepared and distributed.			
7. Record Series Description Documents relating to: Included are: File is arranged:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Payroll information. Supporting documents for payroll registers: vacation requests, company retirement, wage earner's plan, policy & payments, summons of garnishments, policy & payments, federal, state, FICA tax information, Workmen's Compensation reports, life insurance payments, railroad retirement tax, etc. Alphabetical	
8. Monthly Reference Rate One to six months old daily; Seven to twelve months old daily; Thirteen to twenty-four months old 12; twenty-five months and older 8?		How often are records referred to which are:	
9. Annual Rate of Accumulation of Records Letter-size drawers; Legal-size drawers; Shelves; Other (specify)			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
		d. Does this series have historical or long term research value? Long Term
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|-----------------|-----------------------------------|-----------------|
| a. State Law | <u>4</u> years. | d. Audit period | <u>5</u> years. |
| b. Statute of limitation | <u>5</u> years. | e. Administrative need | <u>4</u> years. |
| c. Federal law | <u>5</u> years. | f. Federal retention instructions | <u>4</u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Payroll Manager has determined that she needs to retain these records for 5 years due to reference requests.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ year(s); then or until audits are completed,
- ☒ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	8/26/83	<i>[Signature]</i>	8-26-83

State Records Committee (Signature)		Date
State Auditor/Designee	<i>[Signature]</i>	10-12-83
Secretary of State/Designee	<i>[Signature]</i>	9/30/83
Attorney General/Designee	<i>[Signature]</i>	10-14-83

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)



4388-38 BX 15

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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 6/27/79	1. Agency Address Georgia Ports Authority Finance Division, Payroll Department Post Office Box 2406 Savannah, Georgia 3402	Application Number 79-127	
Application Number 69		Date Received JUL 5 1979	Date Completed JUL 20 1979
2. Person to Contact Robert Parsons		Working Title Director of Finance	Telephone Number 964-1721, # 210
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1956		5. Records Series Title (followed by title used in office, if different) To Date Periodic Payroll Reports File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Director of Finance is responsible for the accounts of the Authority and establishes and maintains accounting methods and procedures for the Authority. He approves all expenses for the Directors' meetings; is responsible for the auditing and accounting provisions of all contracts, leases and agreements of the Authority; provides protection of the assets with adequate internal control procedures and assures proper insurance coverages for the Authority's properties; and coordinates the preparation of the annual budget with the various divisions. Under his supervision, monthly financial reports are published and related financial and cost data records are prepared and distributed. The purchasing function is also a part of his responsibility as well as the maintenance of all contracts, leases and agreements of the Authority.			
7. Record Series Description Documents relating to: Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Payroll. Supporting documents for payroll registers; vacation requests, company retirement, wage earner's plan, policy & payments, summons of garnishments, policy & payments, federal, state, FICA tax information, Workmen's compensation reports, life insurance payments, railroad retirement tax, etc. (See attached listing)	
File is arranged:		Alphabetical	
8. Monthly Reference Rate One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?		How often are records referred to which are:	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

10. Questionnaire (Place an X in the proper column)

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. XXXXXX
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value? Long term
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | 4 _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

CFR 31.6001-1

CFR 20, 404.1201, 404.1256

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ year(s); then or until state and commercial audits are completed, whichever is later;
- ☒ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

* There is a state wide common schedule with this same title; however, the contents of that series are not the same as the contents of this file. The retention period for the state wide common schedule is 3 years. We believe federal law requires information involving tax records to be retained at least for a period of five years. (Federal Register)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Chas S. Steed</i>	7/2/79	<i>Carol Mosley Robert Parson</i>	6-27-79
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee <i>[Signature]</i>	7-18-79
		Secretary of State/Designee <i>Carl Hunt</i>	7-16-79
		Attorney General/Designee <i>[Signature]</i>	7-18-79